

**Risk Reduction and Environmental Stewardship (RRES)
Environmental Characterization and Remediation Group (ECR)**

Administrative Office Work Hazard Control Plan

HCP Number: HCP-1, Rev. 2.0

HCP Title: Administrative Office Work

RISK*	
Initial Risk: Low	Residual Risk: Minimal

- Risk determinations from LIR 300-00-01 Risk Determination Matrix; see p.8 of this HCP.

Consultation

(When initial risk is medium, consultation with independent peer(s) or RRES-ECR Subject Matter Expert(s) is required)

☒ Not Required ☐ Required

Concurrence

(When initial risk is high, concurrence of independent Peer(s) is required) and RRES-ECR Subject Matter

☒ Not Required ☐ Required

Name (RRES-ECR Subject Matter Expert)

Signature (as required)

Date

Name (Independent Peer)

Signature (as required)

Date

Line Management Review (RRES-ECR)

Alison M. Dorries

Name (Acting Group Leader)

Signature

Date

Revision History

Document Number	Issue Date	Action	Description
HCP-1, Rev. 2	November 2003	Revision	Revised group information.

ADMINISTRATIVE OFFICE WORK

SCOPE: This Hazard Control Plan applies to all personnel performing work in an office setting including (but not limited to) managers, buyers, budget analysts, human resource specialists, contract administrators, technical staff members, specialist staff members, technicians, and administrative and secretarial personnel.

DESCRIPTION OF OPERATION: Administrative office work generally includes the performance of duties (or some combination of duties) such as: review, prioritize, and track correspondence; compose, prepare, and edit correspondence, plans, and/or reports; manage calendars; plan, coordinate, arrange and/or implement meetings; assist with special projects; make travel arrangements; prepare viewgraphs; organize and maintain office filing systems; procurement, personnel matters; perform budget analysis, etc.

Note: In the event that work under this scope necessitates any other activity with potential for risk estimate greater than indicated in this HCP, contact ECR management for guidance in identifying and analyzing the hazards and determining appropriate controls.

MATERIAL AND EQUIPMENT: Equipment normally used to perform these functions include: computers, FAX and copy machines, typewriters, shredders, paper cutters, and binding machines. Additional equipment used which is incidental to the work includes space heaters, coffeepots, microwave ovens, etc. Office furnishings include desks, chairs, file cabinets, file drawers, shelves, storage cabinets, etc. Government and personal vehicles may also be used to perform necessary functions.

LANL AND REGULATORY REQUIREMENTS: Occupational Safety and Health Administration (OSHA)

FACILITY SPECIFIC REQUIREMENTS: N/A

EMERGENCY ACTIONS: Staff should be familiar with emergency signals, Building Emergency Plan (BEP) located near each office, and emergency equipment (pull box, etc.) usage in the building. Emergency numbers and incident reporting information are prominently posted throughout the building. Employees should be knowledgeable of muster areas designated for their organization following evacuations. Call 911 for immediate crisis/fire/medical assistance. In the event of an emergency, remember that your first responsibility is for your own safety. Do not try to perform any shutdown procedures if it would mean compromising your safety.

WASTE GENERATION: There are no foreseeable impacts to the environment other than non-recyclable packaging materials and consumables that are disposed of in the trash and eventually in the county landfill.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO UTILIZE TIME CONTROLS AND PERFORM THE WORK SAFELY: The same as those in the specified job requirements.

TRAINING

The following courses are not required but are available to address specific safety issues or concerns on an as needed basis.

Back Wise

This self-study course, also available at HSR-13, provides basic back care information in segments on back basics, risk factors, and preventive strategies. Contact: HSR-13 at 667-0059 to enroll employees.

Ergonomic Risk Assessment

Trains workstation users to recognize risk factors by the use of a scoring tool. To schedule for a personal ergonomic evaluation contact HSR-5 at 667-5231.

Ergo Knowledge

This computer-based course provides information on proper adjustment of the workstation to prevent disabling injuries related to office work. This training covers risk factors, body awareness, symptom reporting, and resources (1 hour). Contact: HSR-13 at 667-0059 to enroll employees.

VIDEOS

Several of the many relevant videotapes available from HSR-13 are listed below. Available titles periodically change. Currently available tapes may be found in the *Environment, Safety, and Health Videotape Catalog*, accessible from the HSR-13 Home Page at <http://eshtraining.lanl.gov/>. Call 665-7952 to request a videotape.

Video Title	Video Number
Fall Prevention	0215.004.01v
Walking, Working Surfaces: Watch Your Step	0215.003.01v
Back Injury Prevention	0901.003.01v
Back Safety: The Ergonomic Connection	0901.009.01v
Office Safety	0209.016.01v
Electrical Safety	0203.013.01v
Fire Extinguishers: Fight or Flight?	0701.001.01v
Fire! In the Workplace	0701.006.01v
When Lightning Strikes	0903.018.01v
Drive for Life-Defensive Driving	0601.006.01v
Drive for Life-Emergency Situations	0601.007.01v

WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Use of walking/working surfaces both outdoors and indoors, including steps	<ul style="list-style-type: none"> • Slippery, icy, or uneven walking surfaces • Obstacles • Presence of ice or snow • Inappropriate footwear • Poor housekeeping • Inattention 	<ul style="list-style-type: none"> • Walk, do not run in offices, hallways, sidewalks, or parking lots • Wear proper footwear with slip-resistant heels; avoid wearing broken heels or soles • Wear appropriate footwear on ice and snow (e.g., snow boots) • When using stairs, hold onto the handrail and climb one stair at a time • Clean up spills immediately or mark the area and notify appropriate personnel • Keep walkways and aisles neat and clean • Slow down when approaching blind corners • Avoid carrying a load that obstructs your vision
Computer terminal use	<ul style="list-style-type: none"> • Intensive work activities, poorly positioned or unadjusted furniture may result in repetitive trauma injuries 	<ul style="list-style-type: none"> • Take breaks every hour or so, stand up and move around to restore circulation and stretch your muscles • If possible, alternate activities so that work at the computer terminal is not done in continual long time blocks (e.g., Perform other functions such as filing) • Use a well-designed chair that is adjustable and allows shifting of body position • The chair and/or keyboard and mouse pad should be adjusted so the forearms and thighs are horizontal • Feet should be flat on the floor • A foot rest or wrist rest may be needed to provide support • The monitor should be eye level and a copy stand should be used to keep the work at the same height as the monitor
Material handling and use of office furnishings	<ul style="list-style-type: none"> • Improper storage of materials and/or office design 	<ul style="list-style-type: none"> • Store heavy items in bottom drawers/shelves • Do not use the tops of tall cabinets or flipper doors to store heavy objects • Open file cabinets, desk drawers, and flipper doors, one at a time and then close them when the work is finished • Cabinets, bookcases, and shelves should be stable or secured to building surfaces to prevent their falling over • Faulty desks, chairs, or other office equipment are repaired or taken out of service
Material handling	<ul style="list-style-type: none"> • Placing or 	

Activity	Hazard	Control
and use of office furnishings (cont.)	removing objects/material on elevated shelves or surfaces	<ul style="list-style-type: none"> • Use step stools or ladders – not swivel chairs or other office furniture • Use extra caution when using ladders or step stools • Face forward on the ladder when going up or down • Move the ladder/stepstool instead of overreaching
Material handling, filing, and use of office furnishings	<ul style="list-style-type: none"> • Lifting heavy objects 	<ul style="list-style-type: none"> • Use dollies and hand trucks for moving heavy materials (or make arrangements with movers to move furniture and other heavy objects) • Use proper lifting techniques • Use good judgement when gauging the weight you can lift and stay within your limits • Do not lift bulky materials or those weighing more than your capacity to lift safely without someone's assistance or the use of a mechanical lifting device • Space your feet apart for good balance and position yourself close to the object you are lifting • Keep your spine straight as you squat or kneel next to the object you are lifting • Flex your legs as you lift, using them to do most of the work, and keep the objects close to your body
Use of consumer products	<ul style="list-style-type: none"> • Improper use of chemicals such as correction fluid, computer cleaning products, marker board cleaner, etc. 	<ul style="list-style-type: none"> • Office chemicals should be used only in areas where there is adequate ventilation to remove any fumes • Workers must read and be familiar with directions, warnings, and safety information on labels and material safety data sheets (MSDS's)
Use of appliances, space heaters, and office equipment	<ul style="list-style-type: none"> • Electrical shocks or fire hazards 	<ul style="list-style-type: none"> • Do not overload electrical outlets • Do not "daisy chain" extension cords and "Fat Phoebe's" together • Unplug any office machine that sparks, smokes, or delivers an electrical shock. Have it inspected by appropriate repair personnel. • Use only UL-listed space heaters equipped with automatic shutoff devices that will activate if the heater tips over.

Activity	Hazard	Control
Use of appliances, space heaters, and office equipment (cont.)	<ul style="list-style-type: none"> • Electrical shocks or fire hazards (cont.) • Cuts, pinches, puncture wounds 	<ul style="list-style-type: none"> • Plug space heaters directly into a wall receptacle (do not plug into a multiple outlet strip) • Keep areas around space heaters, coffeepots and other appliances free of combustible material. • Locate coffeepots and other electrical devices so that they are far enough away from sinks to prevent an energized appliance from falling into or being placed in the sink. • Keep fingers away from moving or sharp parts when using hole punchers, paper cutters, etc. • Jewelry, long hair and clothing must be kept clear of moving parts or office equipment (e.g. shredders).
Working in office areas/buildings (This includes tours of areas/buildings not specifically assigned to person. (Note: Specific training may be required by those areas/buildings.)	<ul style="list-style-type: none"> • Contaminants introduced into office areas from indoor/outdoor sources • Motor vehicle or building exhausts can enter through poorly located air intake vents, windows and other openings • Building/office furnishings such as adhesives, upholstery, carpeting, can emit low levels of contaminants, especially when newly installed. • Rodents, rodent droppings, or other pests 	<ul style="list-style-type: none"> • Removal or mitigation of the pollutant source • Prohibit motor vehicles from leaving engine running and/or near building openings • Increase ventilation rates in the building or office area • Increase ventilation rates in the building or office area • Do not handle dead rodents or droppings. Contact the Building Manager or Facility Manager for assistance

Activity	Hazard	Control
Driving a government vehicle or personal vehicle on government business	<ul style="list-style-type: none"> • Motor-vehicle accidents 	<ul style="list-style-type: none"> • Maintain a safe following distance – the Smith System Defensive Driving Program recommends a four-second following distance • Do not exceed posted speed limits • Do not drive if you are overly fatigued, dizzy, or on medication that may make you sleepy • If the weather is bad or other dangerous conditions are present, adjust your speed and following distance accordingly • Use your mirrors to evaluate the traffic around you • Use your turn signals to warn other drivers of your intentions • Drivers and passengers must wear seat belts while in a government vehicle

This space intentionally left blank.

RISK DETERMINATION MATRIX

	Likelihood				
Severity	<i>Frequent</i> Usual occurrence to likely occurrence, reasonably expected	<i>Probable</i> Likely occurrence to irregular occurrence, infrequent	<i>Occasional</i> Irregular occurrence, infrequent to slight chance of occurrence	<i>Improbable</i> Slight chance of occurrence to highly unlikely occurrence	<i>Remote</i> Highly unlikely occurrence to extremely unlikely occurrence
<i>Catastrophic</i> Death, severe injury/occupational illness, severe environmental harm or liability, or severe property damage	HIGH	HIGH	HIGH	MEDIUM	LOW
<i>Critical</i> Major injury/chronic impairment or occupational illness, major environmental harm or liability, or major property damage	HIGH	HIGH	MEDIUM	LOW	MINIMAL
<i>Moderate</i> Minor injury/temporary impairment or occupational illness, minor environmental harm or liability, or minor property damage	HIGH	MEDIUM	Initial LOW	Residual MINIMAL	MINIMAL
<i>Negligible</i> Less-than-minor injury or occupational illness, less-than-minor environmental harm or liability, or less-than-minor property damage	LOW	MINIMAL	MINIMAL	MINIMAL	MINIMAL

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.